

## SUB-ACCOUNT MANAGEMENT

Dear Compass,

Last week I was updating my account information and I clicked on Sub-Account Management. The system told me that I don't have access to this area. Who has access to this, and what information is available under this screen?

Clicking around as Anon

Dear Anon –

The screen under “Sub-Account Management” is for Master Account Holders. A Master Account Holder has access to view the user list for the agency or department. There is always a Master Account Holder for each Grants Locator account. This person is usually the main contact used to facilitate communication between eCivis and your agency.

The Master Account Holder (MAH) has access to the agency's user list and can view three types of usage data: login rates for individual users, grants viewed, and grants saved. The MAH can view a user's saved grants, and can access information on a user's saved grants. The status of the grant will read either “Not Applied”, “Will Apply”, or “Applied”. By keeping this information updated, individual users go a long way in helping Master Account Holders have an accurate snapshot of outstanding grant applications.

Most Master Account Holders use this information to track grant applications, track the progress of seeking grant funding opportunities, and to minimize the potential of multiple departments within the same agency applying for the same grant program.

You can find out who your agency's MAH is by contacting Client Services at 1-877-232-4847, press option 2, or email [support@ecivis.com](mailto:support@ecivis.com).

*The Compass*



Solutions for Local Governments

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GRANTS LOCATOR

MAIN PAGE

MY GRANTS

SEARCH

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HELP

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CHANGE PASSWORD

SUB-ACCOUNT MANAGEMENT

Please click your browser's "Back" button and correct the following:

- Sorry you do not have access to this area. Please contact your account manager for assistance.

## GET THOSE KEYWORDS

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grant opportunities that may be a better fit.

### Use the Gray box:

When grant shopping, your grant search effort may get to a point where you say, “This is almost the perfect grant except for...” On each grant detail page, located on the bottom of the summary tab, users will find a gray box that shows the keywords and categories associated with the grant. When you find your almost perfect grant, use the keywords to help further refine your search to find alternatives.

Once you locate a grant that you would like to review at a later time, click “Save Grant” in order receive updates or the notice when information about the new funding cycle becomes available!

Grant Title: Economic Development Assistance Program Grants (Part F): Trade Adjustment Assistance - FY 2005				Grant #: 1000497 print or email version
Summary	Financial	eligibility/application	contact/notes	
Type of Grant: Federal Agency Name: US Department of Commerce Office: Economic Development Administration Multiple Grants: YES		Due Date/Reopening Submission Date: 1/27/2004 Reopening: 1		Match Reported: Yes Actual Funds: \$253,966,632
<b>Summary:</b> The purpose of this program is to provide investments that will encourage prosperity by promoting comprehensive, entrepreneurial, and innovation-based economic development efforts to enhance the competitiveness of regional business environments, resulting in increased private investment and higher skill, higher wage jobs. This program only supports investment proposals that will significantly benefit areas that are experiencing or threatened with substantial economic distress.  This program has 5 program components: <ul style="list-style-type: none"><li>• Planning assistance;</li><li>• Technical assistance;</li><li>• Public works and economic development facilities assistance;</li><li>• Economic adjustment assistance; and</li><li>• Trade adjustment assistance.</li></ul> This module focuses on the Trade Adjustment Assistance component.  This program component provides support to firms and industries that have been adversely affected by increased imports. This program component supports the existing network of Trade Adjustment Assistance Centers and provides technical assistance to eligible firms under the Trade Adjustment Assistance Program for Firms.  Prepared projects should enhance regional competitiveness and support long-term development of the regional economy. Priority will be given to applications that propose to do one or more of the following: <ul style="list-style-type: none"><li>• Encourage innovation and regional competitiveness;</li><li>• Upgrade core business infrastructure including transportation infrastructure, communications infrastructure and specialized training program infrastructure;</li><li>• Help communities plan and implement economic adjustment strategies in response to sudden and severe economic dislocation;</li><li>• Support technology-based economic development; and/or</li><li>• Advance community- and faith-based social entrepreneurship in redevelopment strategies for areas of chronic economic distress.</li></ul> The program officer has verified the funding information. No new applications will be accepted for this program. Matching funds are required and providing more than the required will give the applicant a competitive edge.  This is a competitive program and has been offered in previous years.				

**Keywords:** capital, wage, job, layoff, wealth, money, skill, skilled, infrast employer, EDA, information, technology, telecommunication, online, inte entrepreneur, unemployment, income, decline, population loss, outmigr distressed, innovative, innovation, diversify, diversification, manager, m industrial

**Categories:** Community Development, Economic Development, Training

### Contact Client Services:

If you have tried brainstorming or if you have used alternate keywords and you are not getting the results you were hoping for – contact us at 1-877-232-4847, select option 2, or [support@ecivis.com](mailto:support@ecivis.com). For more hints and tips for keywords and categories, log on to Grants Locator, click on “Help”, then “How-to Guide”.



## HITTING THE RIGHT KEYS

Grants Locator is the web-based searchable system of Federal, Foundation, and in some cases, State grants. Most clients rely on the daily or weekly email that contains information on all grants entered into the system. A growing number of clients are also utilizing the search features of the system to seek out recently expired grants, or to review grants for a specific category or keyword. The category and keyword searches help to filter out irrelevant grant opportunities.

Using the keyword search is the most effective way to locate specific funding opportunities. The technique for identifying the most effective keywords requires creative thinking and often times patience. We have identified a few tips that you can use:

### Get specific and branch out:

Users get the best results when they search for project-specific funding rather than searching for an entire department. A department will have a number of projects currently being implemented or planned for the near horizon. On a daily basis, our client services team speaks with users who are searching for grants on a macro scale by searching for an entire department. For example, a fire department may only use the keywords "Fire Department" to find grants for fire-related programs. This is an inefficient search method, and we strongly encourage clients to use keywords that would convey a project's goals or objectives. Using more specific action words will identify the

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## IN THIS ISSUE...

- ◆ Developing the letter of intent
- ◆ Simple steps for keyword searches
- ◆ Behind the scenes: Master Account Holders
- ◆ Training and Course Information

**Questions? Comments? Please contact Client Services at 1-877-232-4847, and select option 2 for Client Services. Email us at [support@ecivis.com](mailto:support@ecivis.com)**

## TIPS FOR THE LETTER OF INTENT

Some grant programs may encourage or require a letter of intent (LOI) to be delivered to a funding agency before the submittal of a full



application package. A letter of intent introduces your project to a funding agency, and alerts the funding agency to the possible total number of applications to be submitted. It is important to read the notice of funding availability (NOFA) to determine if an LOI is required or optional and what information is required in the letter.

Take time to review the NOFA to determine if an LOI is optional or mandatory. LOIs may be classified into three categories: evaluative, required and optional. An *evaluative* LOI may be considered a part of a pre-application process, may be used to determine which applicants to invite, and must be submitted in order to apply for a grant. The *required* LOI may be used by the funding agency to determine the number of applications to expect, must be received before the complete application, and is considered

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## HAIKUS FOR GRANTS

Fund my program soon  
Grant money comes, money goes  
Crayons, paint for kids

Stuck on keywords? Having trouble locating the ideal grant for your program? Remember to think "out of the box," and to broadly examine the impacts of your project. If you continue to have trouble brainstorming for potential keywords, maybe it is time for a creative exercise.

Haiku is a form of poetry that is made of three lines. The first line contains five syllables; the second line contains seven syllables; and the third line contains five syllables.

**Consider submitting a Grants Haiku for the February edition of The Compass!**

Spend a few moments tapping your toes, or clapping your hands as you find the remaining syllables that go with Juvenile Justice (5 syllables), or Case Management Systems (7 syllables). By getting creative by thinking about different components of your project, you may open your program up to more funding possibilities!

Email your entries to [support@ecivis.com](mailto:support@ecivis.com). Questions can be directed to [ginny@ecivis.com](mailto:ginny@ecivis.com), or by calling 1-877-232-4847, ext 635.



## IMPROVING YOUR GRANTS SKILLS

eCivis announces the Winter 2005 schedule of eCivis Courses — online, instructor-led classes to help you hone your grant planning, seeking and writing skills. As an integral part of the eCivis Grant Management System™, these 90-minute sessions will showcase techniques and examples to help you refine how you plan, seek and apply for grants.

**A Primer on Federal Grants:** Explores the fundamentals of seeking grant funds at the Federal level. Includes an overview of the authorization and appropriations processes, tips for interacting with program officers, tracking grants from previous fiscal years and how to read a Notice of Funding Availability.

**Date:**

February 2nd at 11 a.m., Pacific Time

**Creative Strategies for Matching Funds:** Best practices for cash match identification as well as innovative ways to stretch your dollars using volunteer time, donations and more. Unique ways to engage your community to increase amount of available matching funds will also be covered.

**Dates:**

January 12th at 11 a.m., Pacific Time

February 9th at 11 a.m., Pacific Time

**Basic Grant Writing:** The basics of writing quality grant applications for Federal grants. It includes an understanding of key items contained in each section of the grant, the importance of the peer review process, what makes a good narrative, budgets, language choice and the final grant package review.

**Dates:**

January 26th at 11 a.m., Pacific Time

February 23rd at 11 a.m., Pacific Time

**Advanced Project Definition:** Focuses on developing a methodology that helps identify fundable elements of hard-to-fund projects and programs. Methodology focuses on brainstorming, reviewing and analyzing different aspects of the project.

**Dates:**

January 19th at 11 a.m., Pacific Time

February 16th at 11 a.m., Pacific Time

To register for these courses please visit: [www.ecivis.com](http://www.ecivis.com), click "Products" then "eCivis Learning.", or call 1-877-232-4847. and select option 2.

## ON THE HORIZON

The US Department of Health & Human Services is currently accepting applications for the **Transforming Health Care Quality through Information Technology Implementation Grant (THQIT)**. The program seeks to evaluate the effects of Health Information Technology (HIT) on patient safety and quality of care. Eligible applicants include the 38 institutions that received THQIT planning grants in 2004 or partnership configurations in which the original grantee institution remains a team member. There is approximately \$7 million available in FY 2005 to fund up to 14 new implementation grants. This grant can be found in Grants Locator under grant number US2852.

The National Archives and Record Administration is requesting applications for the **Electronic Records Challenges and Opportunities program**. The purpose of this program is to ensure the preservation of and access to electronic records for research, advocacy projects, conferences and other efforts. The agency seeks individuals and organizations to work with on policies, best practices and tools to determine what is necessary to manage electronic records in accord with archival requirements. Typical applicants include universities, State archives, local governments and computer science organizations. The agency estimates that \$700,000 will be available in FY 2005 to fund up to 8 projects. This grant can be found in Grants Locator under grant number US4333.



*Is your Search  
Agent working  
for you?*

*Learn how to get one today!*

Call 1-877-232-4847, select option 2  
for Client Services



## FINISHING THE LOI

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a first step in the application process. An *optional* LOI is often used by agencies to determine the level of interest for the particular grant program and assists the agency in its planning.

When developing the LOI, read the NOFA and follow the directions closely to ensure that required information has been included. The LOI might include the scope of work, statement of need, and "stand out" information that explains the innovative nature of what your agency is seeking to accomplish. Be sure to call attention to participating stakeholder groups and additional details that convey the urgency of your situation. Finally, make the connection between your program and the funding agency's funding goals and priorities.

Before you send off the LOI, subject your letter to the same review process as the complete application. Whether the letter is informational or part of the competitive process, this is the introduction of your project to the funding agency. Contact the Program Officer if you have additional questions about the purpose or required content of the LOI of specific grant programs.

**Good Luck!**

## What to Expect in February

- eCivis Introduces New Services
- Tips for Starting Your Grants Team
- Finding a Good Grant fit
- Grants On the Horizon

## Examples of LOI requests

### Evaluative

FD0324: Alliance Healthcare Foundation - FY 2004

*To apply for this program, a Letter of Intent (LOI) must be submitted first. After review of the LOI and contact by program staff, and if it appears that the organization's request falls within the funding priorities, the organization will be requested, in writing, to submit a full proposal.*

### Required

US3733A: Combined Programs to Improve Minority Health and Racial and Ethnic Disparities in Health - FY 2004

*A mandatory letter of intent (LOI) must be received no later than 5:00 p.m. ET on July 6, 2004 at the address listed in the Contact section of this module.*

*The LOI must contain the following information:*

- ♦ Program Announcement title and number.
- ♦ Program that the application is being submitted under (e.g., Community Programs to Improve Minority Health, Bilingual/Bicultural Service Demonstration Program, or HIV/AIDS Health Promotion and Education Program).
- ♦ Health areas to be addressed.
- ♦ Name of the applicant agency or organization, the official contact person and that person's telephone number, fax number, and mailing and email addresses.
- ♦ Do not include a description of the proposed project in the LOI.

### Optional

US0862: Healthy Tomorrows Partnership for Children Program - FY 2004

*If you intend to submit an application for this competition, please notify the Division of Research, Training, and Education. The purpose of these notifications is to provide the agency with an estimate of the anticipated quantity of applications so as to plan for an adequate number of reviewers.*

## Been a while since your last login?

Users are encouraged to participate in our web-based Grants Locator training. The course reviews the login process, searching for grants in the system, and discusses the additional offered services.

Trainings are offered on a weekly basis. To reserve your space, please contact client services at 1-877-232-4847, select option 2.

